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Miami-Dade County, Florida

RFP No.

## **SCOPE OF SERVICES**

### **2.1 INTRODUCTION/BACKGROUND**

Miami-Dade County, hereinafter referred to as the "County," as represented by the Miami-Dade Housing Agency (MDHA), is requesting proposals from interested parties to provide surveying and certification services. The County, a political subdivision of the State of Florida, is the public housing authority in this jurisdiction and through MDHA, owns, operates, or administers a public housing program consisting of housing and non-housing programs that include, but are not limited to, common entrances, management offices, laundry rooms, common areas, corridors, hallways, elevators, community programs, and day care facilities. A list of MDHA's properties is provided as Appendix A.

### **2.2 GENERAL DESCRIPTION**

**Accessibility assessment/survey consists of the following responsibilities:**

1. Selection of dwelling units to be made accessible.
  - a. The selection of accessible dwelling units shall be made to ensure that such units are, to the maximum extent feasible, and subject to reasonable health and safety requirements, distributed throughout the applicable development site and shall be available in a sufficient range of sizes and amenities, so that a qualified individual with disabilities' choice of living arrangements is, as a whole, comparable to that of other persons eligible for housing assistance under the same program.
  - b. The selection of accessible dwelling units shall be made to ensure that the number of UFAS-Accessible Units in any particular development does not exceed twenty-five percent (25%) of the total units in that development.
2. Identification of the features of each unit selected to be made accessible that are accessible according to the applicable accessibility requirements (i.e. UFAS, ADAAG, and Fair Housing Act Design Guidelines).
3. Identification of the features of each unit selected to be made accessible that are not accessible according to the above-listed, applicable accessibility requirements.
4. Identification of the features of all Non-Housing Programs at each development (including accessible routes and elevators) that are and are not accessible according to the above-listed, applicable accessibility requirements.
5. Provision of, at a minimum, the following information to facilitate the preparation of the UFAS-Accessible Unit Plan:
  - a. A description of the bedroom size distribution of accessible units within each development.

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- b. A description of the accessibility of all Non-Housing Programs at each development, including accessible routes and elevators.
  - c. Identification of the total number of units to be modified or constructed as UFAS-accessible for each development.
  - d. Identification of each unit to be modified or constructed as UFAS-accessible according to bedroom size, development and unit address.
  - e. A description of the accessible common areas at each development, including, but not limited to, accessible routes, parking, offices, community centers, meeting spaces, recreation centers, playgrounds, laundry facilities, mailboxes and trash collection sites.
  - f. A description of the common areas that are currently inaccessible.
  - g. Provision, where applicable, of a detailed explanation, for HUD's review and approval, which includes information regarding structural infeasibility and/or undue financial and administrative burden.
6. Provision of, at a minimum, the following information to facilitate the preparation of the Non-Housing Program Accessibility Plan:
  - a. Identify the specific elements of Non-Housing Programs to be made accessible at each development.
  - b. Identify the designated accessible common areas at each development, including, but not limited to, accessible routes, parking, offices, community centers, meeting spaces, recreation centers, playgrounds, laundry facilities, mailboxes and trash collection sites; and, common areas that are currently inaccessible.
  - c. If accessibility to Non-Housing Programs cannot be achieved in a particular development due to structural infeasibility and/or an undue financial and administrative burden, provide, for HUD's review and approval, detailed information regarding structural infeasibility and/or an undue financial and administrative burden.
7. Compliance with the applicable provisions of the Scope of Services.

**Certification consists of the following responsibilities:**

1. Provision of written confirmation that the UFAS-Accessible Units, including accessibility to the Non-Housing Programs, comply with the requirements of UFAS, PIH Notice 2003-31(HA), and, where applicable, the ADA Accessibility Standards and the Fair Housing Act.
2. Provision of written confirmation that MDHA's consolidated Administrative Offices comply with the accessibility requirements of the UFAS and, where applicable, the ADA Accessibility Standards.
3. Compliance with the applicable provisions of the Scope of Services.
4. Ensure that the certification consultant is independent of the third party architectural and/or engineering firm with whom MDHA contracts for the purposes of developing the plans/drawings/blueprints for the modifications made

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pursuant to MDHA's UFAS-Accessible Unit Plan and Non-Housing Program Accessibility Plan.

## **2.3 REQUIREMENTS AND SERVICES TO BE PROVIDED**

### **1. Assessment Survey Report**

The selected Surveyor Consultant shall provide MDHA with an Accessibility Survey Report of all MDHA developments and non-housing programs identified in Appendix A for UFAS compliance. The report shall indicate existing accessibility conditions of each site separately, including all buildings (dwelling units where applicable) located within each development site. The survey report shall identify the residential units targeted for modification consistent with the numbers provided in this RFP, and clearly outline accessibility barriers (including accessible routes from each accessible parking space to each unit identified) that must be corrected to comply with UFAS.

The report shall provide recommendations for modifications, removal of existing barriers, cost estimates, relevant drawings, and other documents as required, to prepare an UFAS-Accessible Unit Plan and a Non-Housing Program Accessibility Plan.

The selected Surveyor Consultant shall identify locations and types of units to be modified, and provide justifications and alternatives, when it finds that modifications are not feasible, due to financial and administrative burden, and/or structural impracticability.

The selected Surveyor Consultant shall organize the necessary number of survey teams and all other applicable resources necessary to meet and complete all of the surveys as well as the Plan documentation within the deadline.

### **2. Construction Documents**

The selected Certifier Consultant shall review and approve construction document solutions for barrier removal and compliance with UFAS. The selected Certifier Consultant shall continue to serve in an advisory capacity through construction close-out.

### **3. Construction and Completion Certification**

In the construction phase, the Certifier Consultant shall respond to questions concerning changes that may affect accessibility barriers, and upon completion of each unit, certify to USHUD that each modified facility complies with UFAS requirements, until all sites and structures indicated in the accessibility plans satisfactorily meet the provisions set forth in any contract resulting from this RFP.

Each selected Consultant shall provide the following information to assist MDHA in the preparation of quarterly reports to USHUD, and attend any USHUD review meetings upon request: (1) the physical work that has been undertaken, reported by development name and complete unit address; and, (2) the physical work that has been completed, reported by development name and complete unit address.

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(3) for each completed unit, verification of UFAS compliance by development and bedroom size. (4) unit counts for each given reporting period and cumulatively from the effective date of the VCA (5) a narrative to describe any delays in meeting the interim timeframes and benchmarks identified in the HUD approved UFAS Accessible Unit Plan. (Note: The VCA does not require that the Consultant assist MDHA with the Quarterly VCA Report. The information MDHA requires from the consultant for Quarterly VCA Report is described in Section IV (C)(4)(a) of the VCA and listed above). The term of any contract resulting from this RFP, shall last until USHUD accepts UFAS compliance certification, by the selected Certifier Consultant, for all MDHA facilities indicated in this document.

The selected Certifier Consultant shall submit, for approval by MDHA, a schedule of completion for the entire scope of services, and strictly adhere to the approved schedule of completion, in order not to surpass the milestone achievement dates contained in this document. Each Consultant shall be assessed liquidated damages of \$250 per day, for each day of overrun from each established milestone deadline.

The selected Certifier Consultant shall:

1. Conduct a review of all the design and construction documents at 50% completion
2. Conduct a review of all the design and construction documents at 100% completion
3. Conduct two construction site visits for each site
4. Provide written certification that the UFAS-Accessible Units, including accessibility to the Non-Housing Programs, comply with the requirements of UFAS, PIH Notice 2003-31(HA), and, where applicable, the ADA Accessibility Standards and the Fair Housing Act.

#### **A. HOUSING PROGRAMS**

##### **1. Provision of UFAS-Accessible Units**

- a. A minimum of five percent (5%), or four hundred seventy eight (478), of the (9,543) total housing units delineated in Appendix A shall be converted to UFAS-accessible units subject to the requirements of the UFAS-Accessible Unit Plan. There are also eight (8) unit conversions/certifications required pertaining to the Hope VI revitalization project that are not included in the above figure. In addition, the Certifier Consultant shall provide certification to USHUD that MDHA's new consolidated Administrative Office Facility comply with the accessibility requirements of UFAS and, where applicable, the ADA Accessibility Standards within fourteen (14) days of its completion.
- b. USHUD may increase the number of UFAS-accessible units required under the County's USHUD-approved UFAS-Accessible Unit Plan based on changes in need, pursuant to MDHA's completion of the Needs Assessment.

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- c. The construction or conversion of these UFAS-Accessible Units shall commence no later than ninety (90) days following USHUD's approval of the UFAS-Accessible Unit Plan;
- d. Completion of the construction or conversion of four hundred seventy eight (478) Total Housing Units shall be accomplished no later than March 31, 2011. This includes completion of:
  - (i) a minimum forty-eight (48) UFAS-Accessible Units, no later than June 30, 2007;
  - (ii) an additional one hundred twenty (120) units; or, a cumulative minimum one hundred sixty eight (168) units no later than June 30, 2008;
  - (iii) an additional one hundred forty three (143) units no later than June 30, 2009;
  - (iv) an additional one hundred forty three (143) units no later than June 30, 2010; and,
  - (v) an additional twenty four (24) units no later than March 31, 2011;
- e. A UFAS-Accessible Unit shall not be deemed completed until the non-housing programs serving that unit are accessible to individuals with disabilities. MDHA's UFAS-Accessible Unit Plan and Non-Housing Program Accessibility Plan will coordinate MDHA's work to ensure achievement of both non-housing program accessibility and the production of UFAS-accessible units. The Non-Housing Program Accessibility Plan shall identify those non-housing programs that are currently inaccessible to persons with disabilities and coordinate the timeframes for completion of modifications to the non-housing programs and UFAS-Accessible Unit Plan.

**2. UFAS-Accessible Unit Plan**

- a. The selected Surveyor Consultant shall conduct an assessment of MDHA's total housing units, identified in Appendix A, and prepare the UFAS-Accessible Unit Plan.
- b. Surveyor Consultant shall, within one hundred eight (180) days after selection, complete for USHUD'S review and approval the UFAS-Accessible Unit Plan for all developments identified in Appendix A.

The UFAS-Accessible Unit Plan shall:

- (i) be in a format that includes: (a) total number of UFAS-Accessible Units per year; (b) development name and location; (c) bedroom size distribution within each development; (d) demographic data – including household type (based on Form USHUD-50058) and type of disability – within development; and, (e) accessibility of all Non-Housing Programs at each development, including accessible routes and elevators.

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- (ii) include a site map for each development which includes the following:
  - (a) development and unit address; (b) total number of units to be modified or constructed as UFAS-accessible; (c) bedroom size of UFAS-accessible units; (d) current occupancy status of the unit; (e) relocation plan for occupied units; (f) accessible common areas at each development, including, but not limited to, accessible routes, parking, offices, community centers, meeting spaces, recreation centers, playgrounds, laundry facilities, mailboxes and trash collection sites; and (g) the common areas that are currently inaccessible.
- (iii) include interim timeframes and benchmarks for meeting annual rates; vacancy rates at each development; and, crime rates in and around each development. The Plan shall address all developments referenced in Appendix A. These items shall require consultation with MDHA.
- (iv) Accessible dwelling units required shall, to the maximum extent feasible and subject to reasonable health and safety requirements, be distributed throughout the development and sites and shall be available in a sufficient range of sizes and amenities so that a qualified individual with disabilities' choice of living arrangements is, as a whole, comparable to that of other persons eligible for housing assistance under the same program.
- (v) If the UFAS-Accessible Unit Plan does not include provisions to provide accessible units in a given development, or if implementation of the Plan would not result in at least five percent (5%) of the units being UFAS-Accessible in a given development, then the selected Surveyor Consultant shall be required to provide MDHA with a detailed explanation, for USHUD's review and approval, which includes information regarding structural infeasibility and/or undue financial and administrative burden. The number of UFAS-Accessible Units in any particular development may not exceed twenty-five percent (25%) of the total units in that development.

### **3. Certification of UFAS-Accessible Units**

- a. The USHUD-approved selected Certifier Consultant shall be independent of any third party architectural and/or engineering Consultant with whom MDHA contracts for the purpose of developing the plans/drawings/blueprints for undertaking the modifications to carry out MDHA's UFAS-Accessible Unit Plan and and Non-Housing Program Accessibility Plan.
- b. Within ninety (90) days of MDHA's completion of each of the UFAS Accessible Units referenced above, the selected Certifier Consultant shall be required to provide written certification, that the UFAS-Accessible Units, including accessibility to the Non-Housing Programs, comply with the requirements of UFAS, PIH Notice 2003-31(HA), and, where applicable, the ADA Accessibility

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Standards and the Fair Housing Act. MDHA will submit this documentation to USHUD as part of its Quarterly Report

**4. Status Reports for UFAS-Accessible Units**

The selected Certifier Consultant shall be required to assist the County with quarterly reports that must be submitted to USHUD by providing, for each completed unit, an independent verification of UFAS compliance by development and bedroom size.

**C. NON-HOUSING PROGRAMS**

**1. Non-Housing Program Accessibility Plan:**

a. The selected Surveyor Consultant shall conduct an assessment of MDHA's Non-Housing Programs and prepare the Non-Housing Program Accessibility Plan.

b. The selected Surveyor Consultant shall submit, within one hundred eight (180) days after award, the Non-Housing Program Accessibility Plan, for USHUD's review and approval.

c. The VCA requires that the County's Non-Housing Program Accessibility Plan ensure that MDHA's Non-Housing Programs are accessible to persons with disabilities. Non-Housing Programs include, but are not limited to, all common areas, accessible routes, management and regional offices (including restrooms), laundry rooms, mail delivery, trash disposal, meeting rooms, recreation rooms, community centers (including restrooms); and, day care facilities (including restrooms). This Plan shall include accessible transportation, if transportation is or must be provided, to take individuals with disabilities (including their accompanying family members and friends without disabilities) to MDHA-sponsored services, programs, or activities.

d. The Non-Housing Program Accessibility Plan must include: (1) specific elements to be made accessible at each development; (2) interim timeframes and benchmarks for meeting annual rates; (3) an annual timetable that coincides with the UFAS-Accessible Unit Plan not to exceed six (6) years for completion of the approved work; and (4) identification of the source of the funding to accomplish each task. The Plan must also include the designated accessible common areas at each development, including, but not limited to, accessible routes, parking, offices, community centers, meeting spaces, recreation centers, playgrounds, laundry facilities, mailboxes and trash collection sites; and, common areas that are currently inaccessible. If accessibility to Non-Housing Programs cannot be achieved in a particular development due to structural infeasibility and/or an undue financial and administrative burden, the MDHA will provide, for USHUD's review and approval, detailed information regarding structural infeasibility and/or an undue financial and administrative burden;

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e. All modifications under the Non-Housing Program Accessibility Plan shall be completed within four (4) years, except for the Non-Housing Programs that serve UFAS-accessible units to be completed between April 1, 2009 and December 31, 2010.

f. The Non-Housing Programs that serve the UFAS-accessible units produced under the USHUD-approved UFAS-Accessible Unit Plan, shall be accessible before the UFAS-accessible units shall be deemed completed to comply with the annual production rates of UFAS-accessible units. MDHA's UFAS-Accessible Unit Plan and Non-Housing Program Accessibility Plan will coordinate MDHA's work to ensure achievement of both non-housing program accessibility and the production of UFAS-accessible units.

**D. Reporting and Compliance Requirements**

1. Within fourteen (14) days of completion of MDHA's newly constructed consolidated Administrative Office Facility and prior to relocation of MDHA's to the Administrative Offices, the selected Certifier Consultant shall provide certification that MDHA's consolidated Administrative Offices comply with the accessibility requirements of the UFAS and, where applicable, ADA Accessibility Standards.

2. Within ninety (90) days following USHUD's approval of the UFAS-Accessible Unit Plan, construction or conversion shall commence of the UFAS-Accessible Units as identified in the USHUD-approved UFAS-Accessible Unit Plan.

3. Within ninety (90) days following MDHA's completion of the UFAS-Accessible Units, the selected Certifier Consultant shall provide written certification, that the UFAS-Accessible Units, including accessibility to Non-Housing Programs, comply with the requirements of UFAS, PIH Notice 2003-31 (HA), the ADA Accessibility Standards and the Fair Housing Act Accessibility Guidelines.

4. Within six (6) years of the effective date of the VCA, or no later than March 31, 2011: Completion of the construction or conversion of four hundred seventy eight (478) Total Housing Units. Unless otherwise agreed by USHUD pursuant to USHUD's approval of MDHA's UFAS-Accessible Unit Plan, the following shall be completed according to the annual timetable described below:

- (i) a minimum forty-eight (48) UFAS-Accessible Units, no later than June 30, 2007;
- (ii) a minimum of an additional one hundred twenty (120) units; or, a cumulative minimum one hundred sixty eight (168) units by June 30, 2008;
- (iii) an additional one hundred forty three (143) units by June 30, 2009;
- (iv) an additional one hundred forty three (143) units by June 30, 2010; and,
- (v) an additional twenty four (24) units by March 31, 2011.



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All modifications under the Non-Housing Program Accessibility Plan shall be completed within four (4) years, except for the Non-Housing Programs that serve UFAS-accessible units to be completed between April 1, 2009 and December 31, 2010.

**6. Quarterly Reports:**

Each Quarterly Report will cover the time period of the quarter ending on the last day of the month before the end of the quarter. [For example, if the Quarterly Report is due on July 31, 2005, the Quarterly Report will cover the period from April 1, 2005 through June 30, 2005.]

For the duration of the scope of services the selected Certifier Consultant shall submit information to assist MDHA in the preparation of the quarterly report (UFAS-Accessible Unit Plan Report). Certifier Consultant shall provide, for each completed unit, a certification of UFAS compliance by development and bedroom size.

**7. Quarterly Meetings:**

During the first year after the effective date of the VCA, USHUD shall conduct quarterly meetings with MDHA to review MDHA's progress in complying with the requirements of the VCA. Thereafter, USHUD and MDHA shall conduct annual meetings to review the progress of the VCA. The selected Consultants shall attend, if requested by MDHA.

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